

Office 365 Download and Installation Guide for UoW Staff & Students

To download and install Office 365 to your computer you will need to be a staff member or a currently enrolled student at the University of Waikato and access to the Internet.

IMPORTANT INFORMATION:

Please be aware that if you already have a version of Microsoft Office on your device be sure you have the registration key, because to install Office 365 you will need to uninstall your current version and when you finish your study you will need your key to reinstall your own version of Office.

If you have just enrolled at the University please be aware that it takes at least two hours for your student account to be updated in the Microsoft system so please wait until after this period of time before attempting the download.

Be aware that if you are downloading this from the University via wireless it is a large file and can take up to 2 hours to download and install, this download has been 'white listed' so it won't use up any of your allocated student data. While the university has made this download free it is recommended that you download the Office 365 at home on a much faster broadband link.

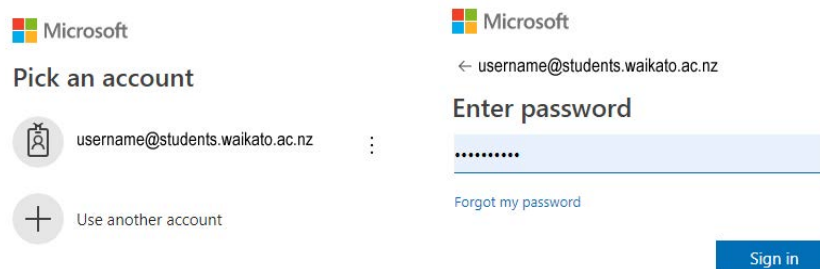
If you are installing this on a tablet device e.g. Microsoft Surface, make sure it has enough battery charge to download and install, or plug it into a power source while it is downloading.

If you have changed your password recently it can take up to 10 minutes to sync the new password with Microsoft's servers before you are able to login.

iPad users, please review point number 7. below before commencing the download.

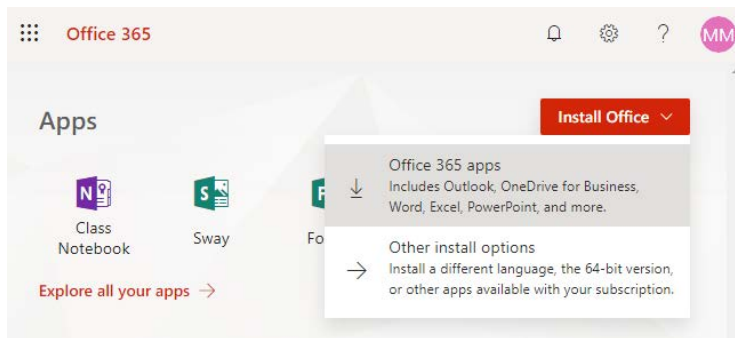
Follow these easy steps:

1. Open your browser, recommend using Chrome or Firefox.
2. Go to <http://login.microsoftonline.com>
3. Login using your Waikato University email address and password, see example below;



The image shows two side-by-side screenshots of the Microsoft login interface. The left screenshot displays the 'Pick an account' section with the Microsoft logo at the top. Below the logo, the text 'Pick an account' is followed by a list of accounts. The first account is 'username@students.waikato.ac.nz' with a small profile icon to its left. Below this is a plus sign icon and the text 'Use another account'. The right screenshot shows the 'Enter password' section, also with the Microsoft logo at the top. Below the logo, the text 'Enter password' is followed by a text input field containing several dots. Below the input field is a link that says 'Forgot my password'. At the bottom right of the page is a blue button with the text 'Sign in'.

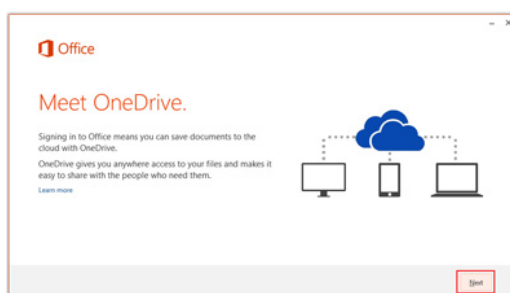
- Once logged in you will see the following page:



- Select **Office 365 apps** to download the installer file to your computer and download.
Note: Clicking Other install options will allow users to select a different language, 64-bit installers for PC's. It is **recommended** for most users to use the default install if they are unsure which version their device is capable of running.
- Either go to the folder that you downloaded the file to (the default on most computers is **Downloads**) the file usually displays at the bottom of your screen. Find the file that begins with **Setup.X86.en-us_O365ProPlusRetail...** (**en-us** is the language), double click this file to begin the installation of Office 365. You will need to **accept** the Microsoft Terms and conditions and then click **next**.
- Microsoft will then introduce **OneDrive**, Microsoft's new online file storage. Your University of Waikato Staff or Student Account will not have OneDrive available as we use Google Drive. Click **Next** to continue.

iPad Users Please Note:

OneDrive is required to use Office 365 on the iPad, you can use OneDrive by creating a Microsoft account here: <https://onedrive.live.com/about/en-nz/> and clicking **Sign Up** then Follow the process. For all other devices and computers OneDrive is not required.



- Microsoft will then provide you with a tour of the new Office and its features. To take the tour click **Take a look** or click **No thanks** beneath that button.
- You have now successfully downloaded and installed Office 365 onto your device. If requested for an email/username and password, this will be the same e-mail address and password as your University of Waikato account you used to download Office 365.